



NEW RESIDENTIAL BUILDING PERMIT SUBMITTAL CHECKLIST

Purpose and Applicability: A Building Permit is required for all new residential construction projects to ensure that they are in accordance with the City of Sandpoint currently adopted codes and standards.

A Residential Building Permit application is required for all new residential construction of one- and two-family dwellings.

- ☐ Applications can be submitted by visiting www.sandpointidaho.gov/buildingapply. In preparation, please gather the below documents, as applicable. If you have any questions, please feel free call us at (208) 263-3423 or contact us via our email form at www.sandpointidaho.gov/contactbuilding.
 - ☐ **Plan Review Fee:** When the application is accepted for review, a Plan Review Fee will be due. All other fees associated with the Building Permit (permit fee, impact fees, water and sewer new user and connection fees, addressing fee, etc.) will be due when the permit is issued. For an estimate of these fees, please contact Building Services at 208-263-3423 or via our email form at www.sandpointidaho.gov/contactbuilding.
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REQUIRED DOCUMENTS

Plan sheets must be stamped / signed by the design professional. Electronic signatures are acceptable. For plan documents prepared by the property owner, a signature is required on each sheet.

Please include the following documents in the plan set submittal:

- ☐ Cover sheet (may be combined with site plan)
- ☐ Site plan
- ☐ SEEP / Erosion and Sediment Control Plan
- ☐ Construction plans (Foundation, Floor and Roof Framing, Floor, Section, and Elevation Plans)
- ☐ Res-check and mechanical plans (Energy Code Compliance)
- ☐ Structural drawings and calculations (for work other than prescriptive conventional light-frame)
- ☐ Truss calculations and layout sheet
- ☐ **COVER SHEET**
 - Project address
 - Project team names and contact information (please include email addresses)
 - Stamp / signature of designer
 - Scope of work / project description
 - Sheet index
 - Design criteria (2017 Idaho residential Code and Sandpoint Code)

- Zoning district
- Type of construction (VB for conventional light frame construction)
- Floodplain area (yes/no)

☐ **SITE PLAN**

- Property lines
- Footprint of all structures on site, including window locations and sizes
- Easements (existing and proposed)
- Driveway location
- Utility locations
- North arrow
- Lot area
- Building coverage area, percentage of lot coverage
- Surface drainage

☐ **EROSION AND SEDIMENT CONTROL PLAN** (may be included separately or on the site plan)

- Must be submitted and approved prior to clearing, excavating, grading, or other development activity
- Confirmation that the project complies with state and federal water quality regulations
- Location of all proposed temporary and permanent BMPs
- Perimeter sediment controls (silt fence, rock construction entry, dust control, etc.)
- Stormwater inlet protection
- Concrete washout area (if on site)
- Temporary and permanent stabilization methods
- Methods to control non-stormwater discharges
- Inspection schedule and timing (minimum once per seven days and within 24 hours of storm events)
- Person(s) responsible for inspections and maintenance

☐ **FOUNDATION PLAN**

- Dimensions
- Anchor bolt sizes and spacing
- Hold-downs
- Vent locations and sizes
- For foundations which do not exceed eight feet in height:
 - Vertical reinforcement shall be 18 inches on-center
 - Horizontal reinforcement shall be minimum two continuous #4 bars

☐ **FLOOR AND ROOF FRAMING PLANS**

- Framing member sizes and bearing locations
- Attic ventilation methods and locations (include calculations)
- Crawl space ventilation methods and locations (include calculations)

☐ **FLOOR PLAN**

- Garage must be separated from the residence by one layer of 5/8 inch drywall on the garage side of the vertical wall. Where the separation is a floor ceiling assembly, the garage side shall have a minimum of one layer of 5/8 inch type-X gypsum board where the framing is 16 inches OC or two layers of 5/8 inch type-X gypsum board where framing is 24 inches OC.
- Dimensions and use of all rooms and spaces
- Location and size of all windows and doors (include exterior landings)
- Wall bracing and or lateral analysis must include details and locations
- Location of HVAC and water heater
- Location and size of decks and balconies that are more than 30 inches above grade

☐ **FRAMING SECTIONS**

- Framing member sizes and spacing such as beams, headers, joists, etc.
- Ceiling height(s)
- Insulation locations and R values
- Roof sheathing and covering
- Siding material
- Stair construction
- Fireplace construction

☐ **ELEVATIONS**

- Overall building height above finished grade
- Finished floor elevations
- Roof pitch
- If lot is sloped, show slope on elevations

☐ **ENERGY CODE COMPLIANCE**

- Res-check energy compliance certificate (signed and dated)

☐ **ENGINEERED DRAWING AND CALCS (if applicable)**

- Beam calculations
- Truss calculations and drawings
- Basement and/or retaining wall calculations